



# **USER GUIDELINES TO ARCHIVE AND RETRIEVE UPCS DATABASE FILES**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing - Real Estate  
Assessment Center (PIH-REAC)**

**01/13/03**

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# UPCS DATABASE FILES ARCHIVING AND RETRIEVING

The purpose of this guide is to instruct UPCS users how to archive and retrieve UPCS database files. Archival activities will help users maintain records of their work and keep the size of their active database files small enough to improve software performance, especially in older computers.

## ***OBJECTIVES***

After completing this guide, you will be able to:



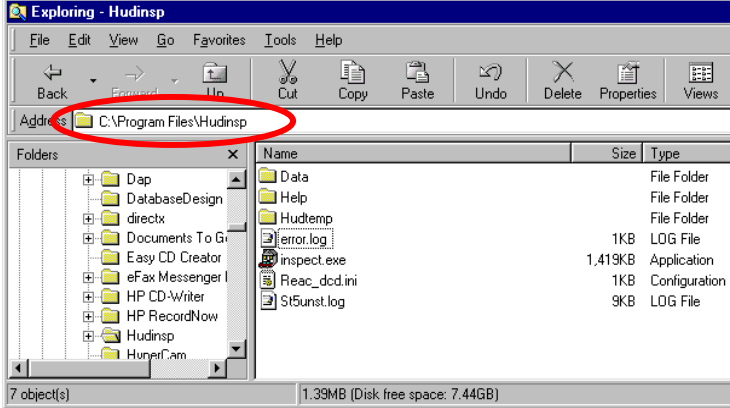
- Create and Archive folder
- Archive an active database file
- Download a clean database file from the HUD Website
- Install a clean database file
- Retrieve an archived file for further use or inspection

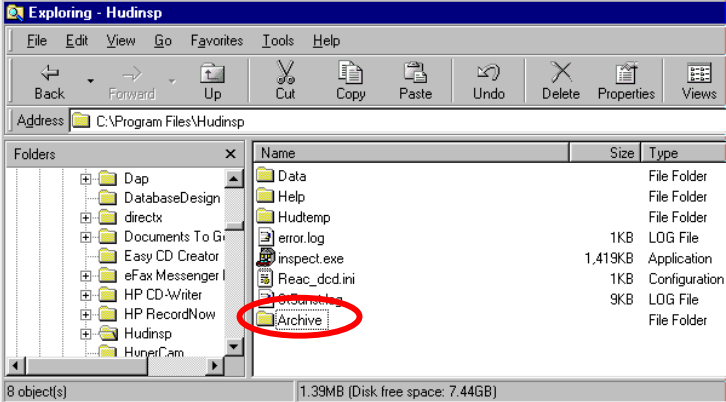
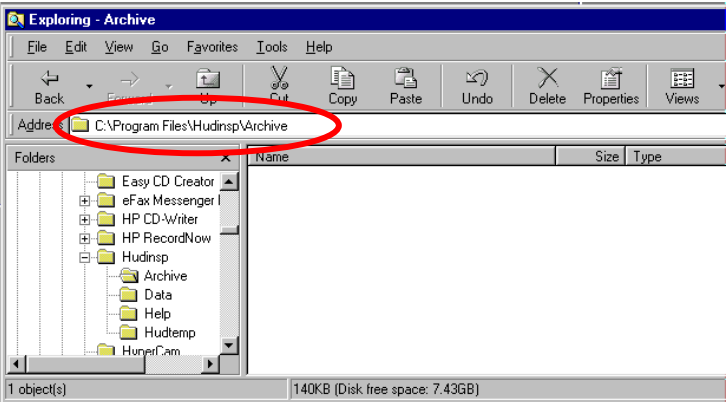

## CREATE AN ARCHIVE FOLDER

### Background Information:


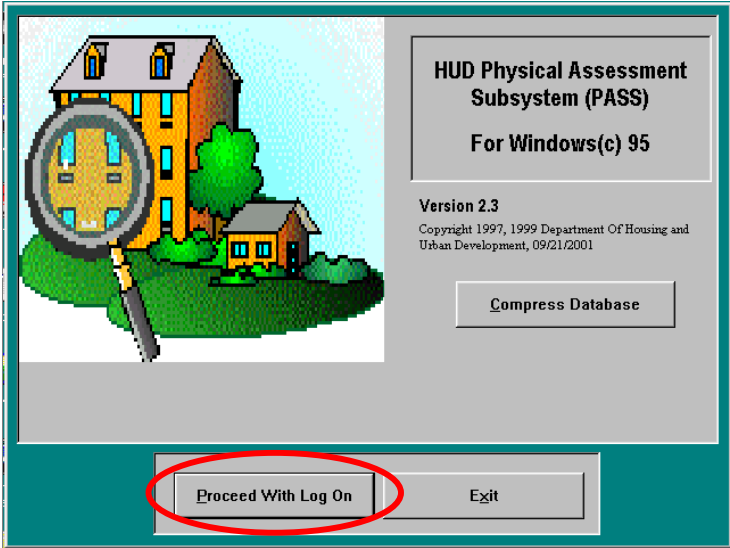
The UPCS software stores all the inspection information in a file named Reac\_dcd.mdb. This file is located in the *c:\Program Files\Hudinsp\Data* folder. The UPCS software does not offer the option to save individual inspections, and as the number of inspections in the file grows so does the size of the database file. This results in degraded software performance and the user has two recourses: Delete inspections that have already been uploaded and accepted or archive the database file for the record.

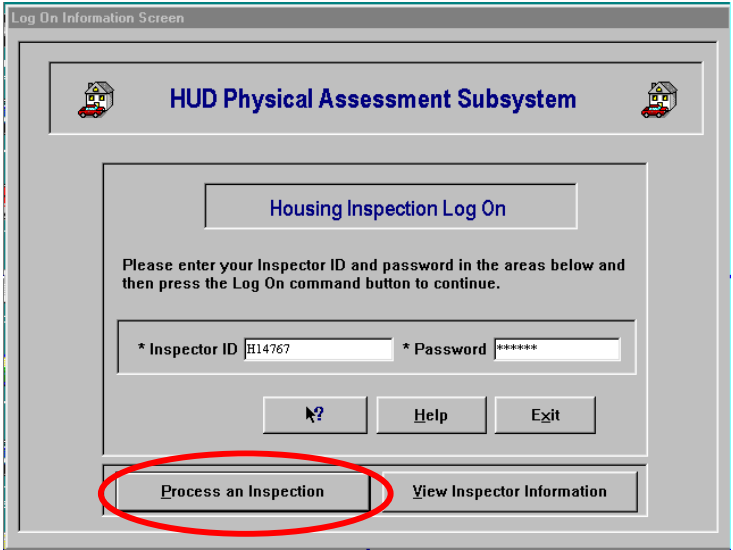
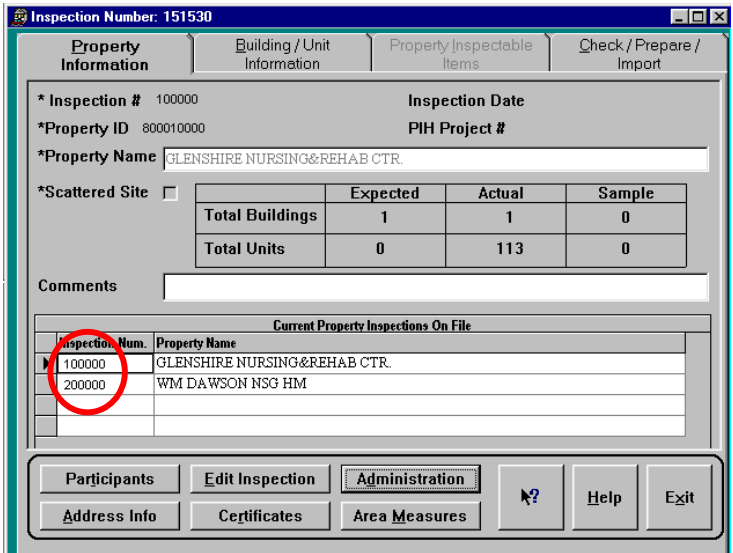
Since users have already been instructed on how to delete files through the Administration button, the guide will concentrate on the archival and retrieval process.

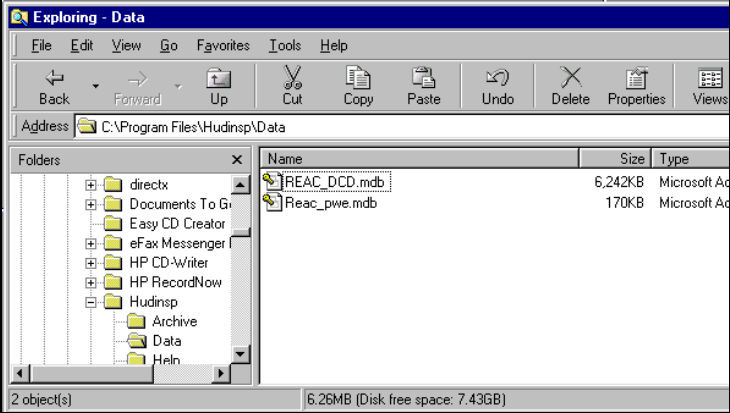
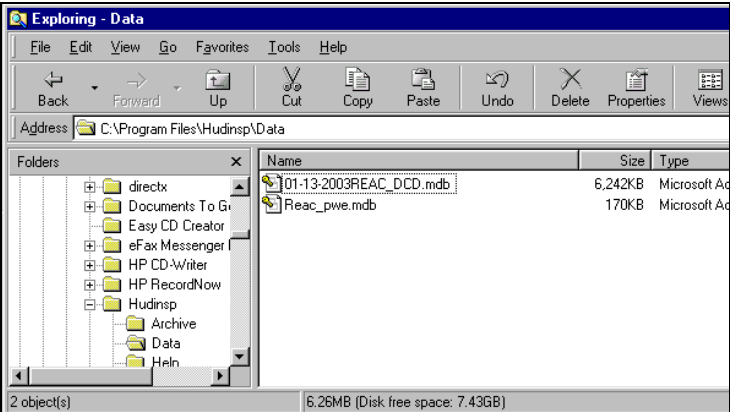
Action	Explanation
Access the folder that contains the UPCS software using either My Computer or Windows Explorer.	<p>To access the UPCS folder launch either</p> <div> <b>My Computer</b> or  <b>Explorer</b> and proceed to the</div> <p>C:\Program Files\Hudinsp folder.</p> 

Action	Explanation
<p>Create a new folder named <i>Archive</i> inside the <i>Hudinsp</i> folder.</p>	<p>Go to the <b>F</b>ile-<b>N</b>ew-<b>F</b>older menu, create a new folder and name it <i>Archive</i></p>  <p>The screenshot shows a Windows Explorer window titled 'Exploring - Hudinsp'. The address bar shows 'C:\Program Files\Hudinsp'. The left pane shows a tree view with 'Hudinsp' expanded. The right pane shows the contents of the 'Hudinsp' folder, including 'Data', 'Help', 'Hudtemp', 'error.log', 'inspect.exe', 'Reac_dcd.ini', 'sdcnctlog', and a newly created 'Archive' folder, which is highlighted with a red circle. The status bar at the bottom indicates '8 object(s)' and '1.39MB (Disk free space: 7.44GB)'.</p>
<p>Open the <i>Archive</i> folder. It will be empty.</p>	 <p>The screenshot shows a Windows Explorer window titled 'Exploring - Archive'. The address bar shows 'C:\Program Files\Hudinsp\Archive', which is highlighted with a red circle. The left pane shows a tree view with 'Hudinsp' expanded and 'Archive' selected. The right pane is empty. The status bar at the bottom indicates '1 object(s)' and '140KB (Disk free space: 7.43GB)'.</p> <p>The <u>A</u>ddress field will reflect the C:\Program Files\Hudinsp\Archive folder.</p> <p><b>NOTE:</b> Minimize the window by clicking on the  button on the upper right hand corner, you are ready to proceed to the next step.</p>

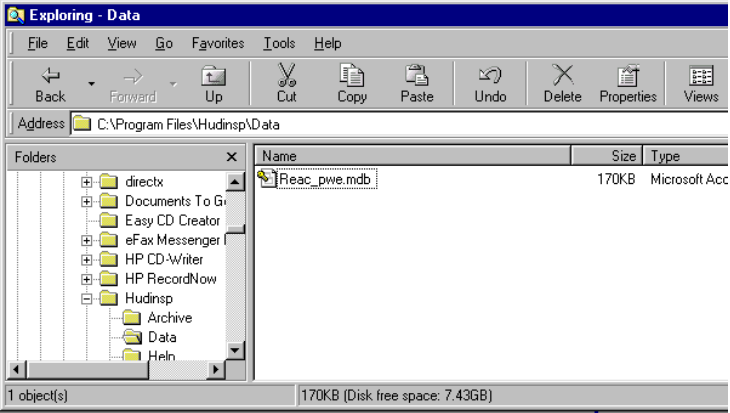
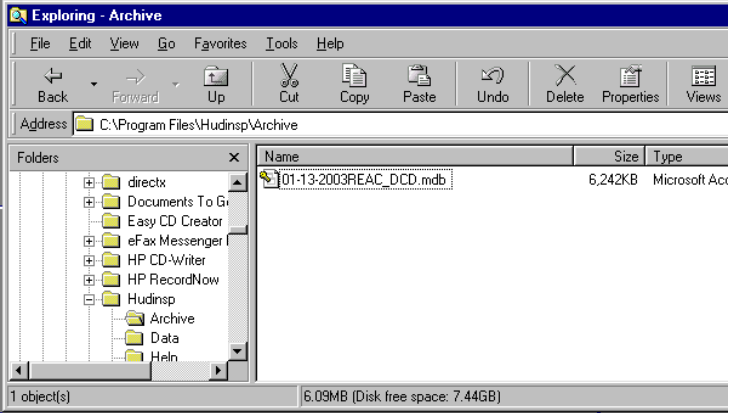
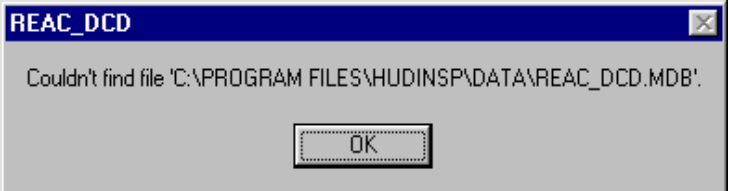
## ARCHIVE THE EXISTING DATABASE FILE

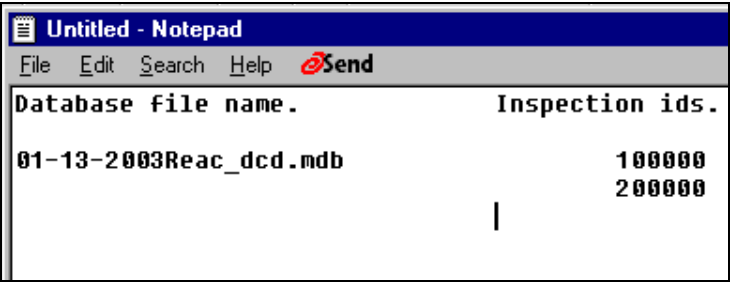
Action	Explanation
Launch the DCD Application	<div data-bbox="1385 426 1502 546"> DCD2.3</div> <p>To start the DCD Application, click on the shortcut icon located either on the desktop or under the <b>Start-Programs</b> Menu.</p> <p>The splash screen will appear:</p> <div data-bbox="795 726 1521 1270"></div> <p>Click on the <b>Proceed With Log On</b> button.</p>

Action	Explanation
Log onto the DCD software	 <p>Enter your Inspector ID and your Password (remember that the password is case sensitive) and click on the <b>Process an Inspection</b> button.</p>
Make note of the inspection numbers that you are about to archive.	 <p>In this example we have inspections 100000 and 200000</p> <p>Record the inspection Ids for future use. Then press the <b>Exit</b> button to close the UPCS software.</p>

Action	Explanation
<p>Archive the database file that contains the inspection information.</p>	<p>Maximize the Window from Section 1 and open up the C:\Program Files\Hudinsp\Data folder.</p> <p>You will see two files: Reac_DCD.mdb and Reac_pwe.mdb</p>  <p>The Reac_DCD.mdb contains all the inspection information for inspections 100000 and 200000.</p> <p>Rename the Reac_DCD.mdb file. In our example we will rename it 01-13-2003Reac_DCD.mdb</p>  <p><b>Note:</b> It is useful to add characters to the basic file name when you rename it, then it will be easy to change it back to its original name if the need arises. This is especially critical when you do not have a physical keyboard and would have a hard time finding the underscore “_” character in the virtual keyboard on the screen.</p>
Archiving UPCS Databases	February 11, 2003 1-7



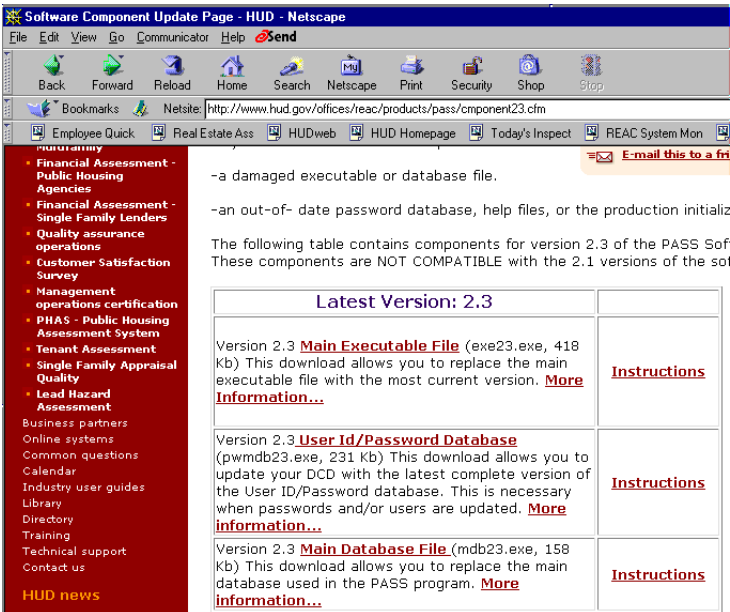
Action	Explanation
<p>Archive the database file that contains the inspection information. (Cont.)</p>	<p>Cut the 01-13-03Reac_dcd.mdb from the C:\Program Files\Hudinsp\Data folder and paste it inside the C:\Program\Files\Archive folder.</p>   <p>You have successfully archived the database file that contains inspections 100000 and 200000.</p> <p><b>Caution: Do not</b> launch the UPCS software until you download and install a new database file in the C:\Program Files\Hudinsp\Data folder or you will get the following error message:</p> 

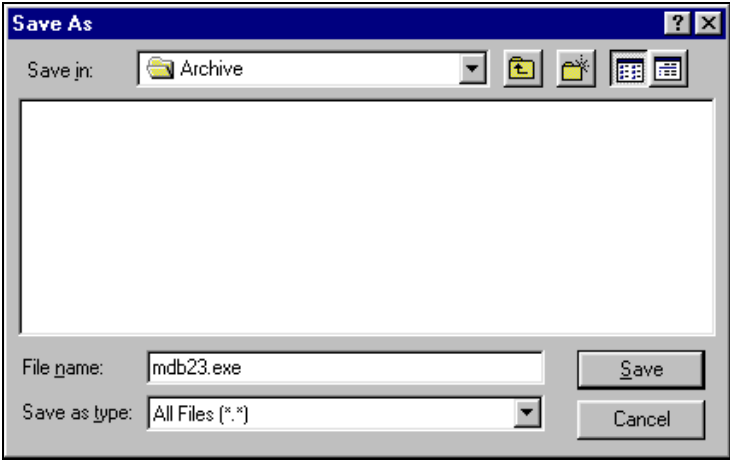
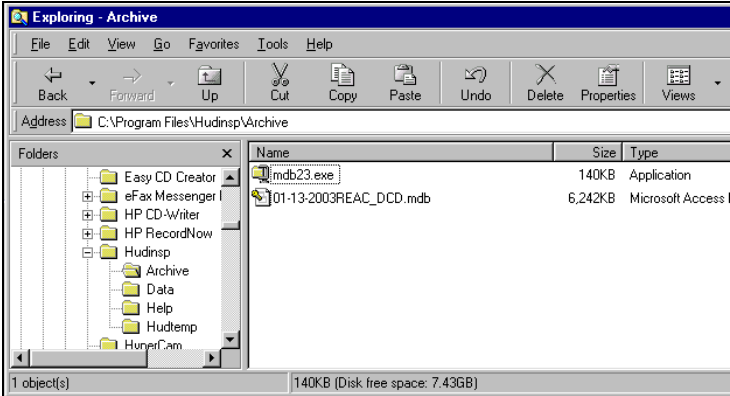
<b>Action</b>	<b>Explanation</b>
<p>Create a log file to keep track of the inspections that you have archived.</p>	<p>Open up any word processing or spreadsheet application and create a log file that contains the information that will help you keep track of the inspections you archive. Append more information to the file as you archive more inspections:</p> <p>Suggestion: At a bare minimum include the database file name and the inspection ids that make up the file. e.g.</p>  <p>Save the file in the C:\Program Files\Hudinsp\Archive folder with an easily recognizable name such as Archive_log.</p>

## DOWNLOAD A COMPRESSED FILE

### Background Information

The PIH-REAC Web Site at <http://www.hud.gov/offices/react/> provides a wealth of information and resources for both institutional HUD users and HUD's business partners. One of the Web Pages within the Physical Inspection Sub-System at PIH-REAC provides inspectors with the opportunity to download the components of the UPCS DCD 2.3 inspection software. We will step through the download of a compressed file that contains a blank database to be installed later.

Action	Explanation
Download the compressed file.	<p>Proceed to the following Web Page:</p> <p><a href="http://www.hud.gov/offices/react/products/pass/cmponent23.cfm">http://www.hud.gov/offices/react/products/pass/cmponent23.cfm</a></p> <p>to download the compressed file. Start the download by clicking on the <b>Main Database File</b> link. The file name is mdb23.exe.</p> 

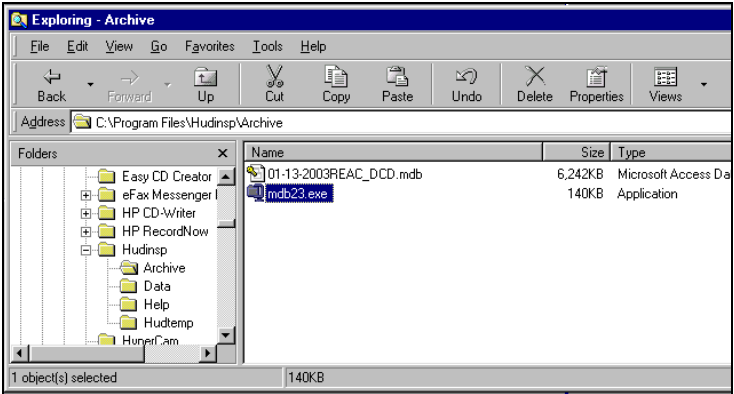
Action	Explanation
<p>Download the compressed file (Cont.)</p>	<p>Place the mdb23.exe file in the C:\Program Files\Hudinsp\Archive for future use.</p>   <p><b>Note:</b> The download process should only be needed the first time you want to install a blank database file, unless you receive notification from HUD that requires you to download a newer version of the compressed file from the Web page.</p>

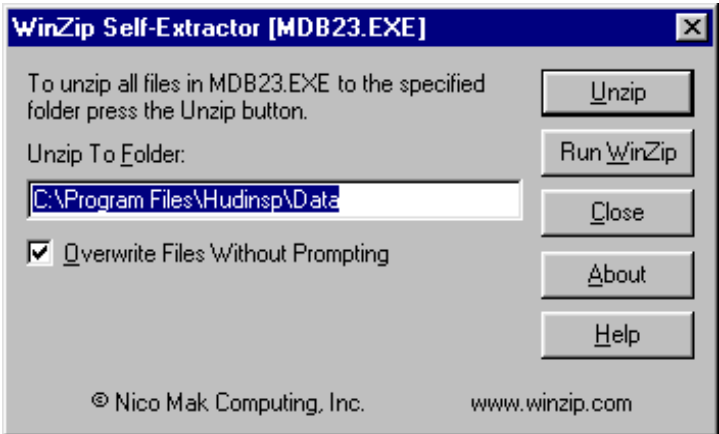


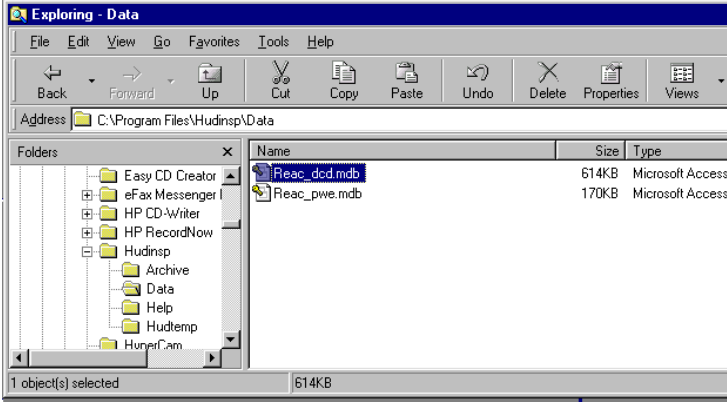
## INSTALL THE COMPRESSED FILE

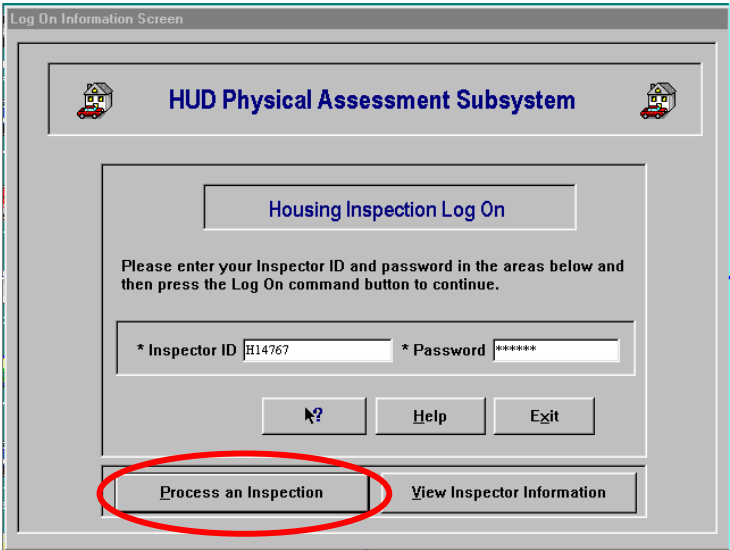
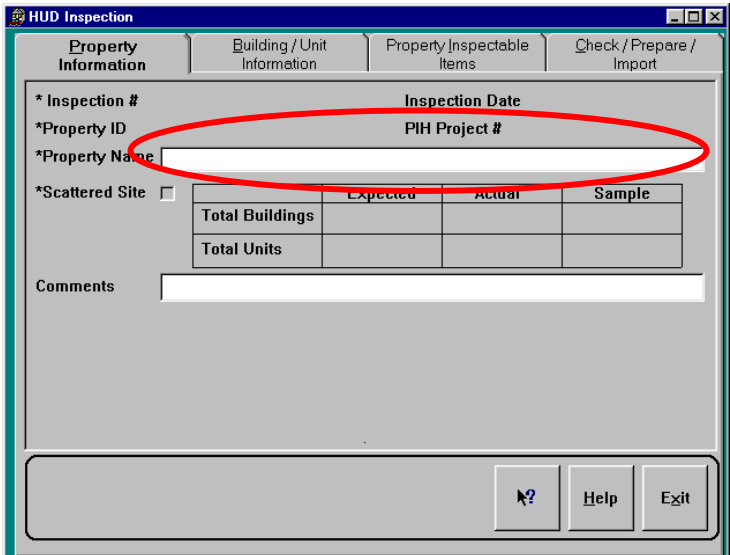
### Background Information:

Once downloaded, the database file needs to be extracted from the compressed file and installed in the C:\Program Files\Hudinsp\Data folder.

**WARNING!!!: DO NOT INSTALL THE BLANK DATABASE FILE UNTIL YOU HAVE ALREADY ARCHIVED THE EXISTING DATABASE FILE OR YOU WILL LOSE ALL THE INSPECTIONS CURRENTLY SHOWN ON THE UPCS DCD 2.3 SOFTWARE.**

Action	Explanation
Install the blank database file	<p>Go to the C:\Program Files\Hudinsp\Archive folder and launch the mdb23.exe file by double-clicking on it.</p> 

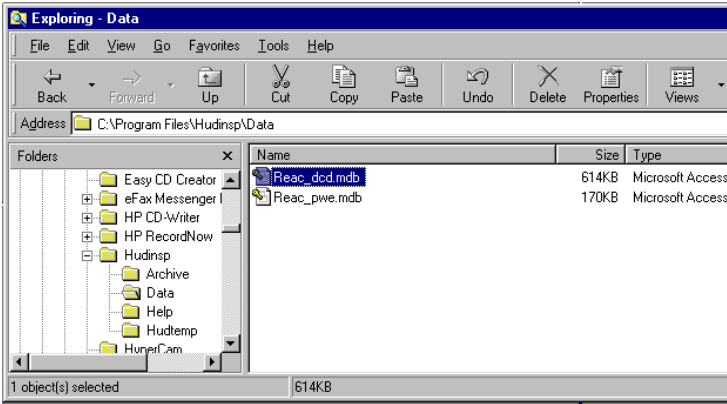
Action	Explanation
<p>Install the blank database file (Cont.)</p>	<p>The following action window will appear:</p>  <p>Click on the  button. You will receive a confirmation message.</p>  <p>Proceed to the C:\Program Files\Hudinsp\Data folder and verify that a new Reac_dcd.mdb file was installed.</p> 

Action	Explanation
Log onto the DCD software	 <p>Enter your Inspector ID and your Password (remember that the password is case sensitive) and click on the <b>Process an Inspection</b> button.</p>
Verify that the new database is blank	 <p>There are no inspections listed. You are now ready to download inspections at any time. Press the <b>Exit</b> button to close the UPCS software.</p>

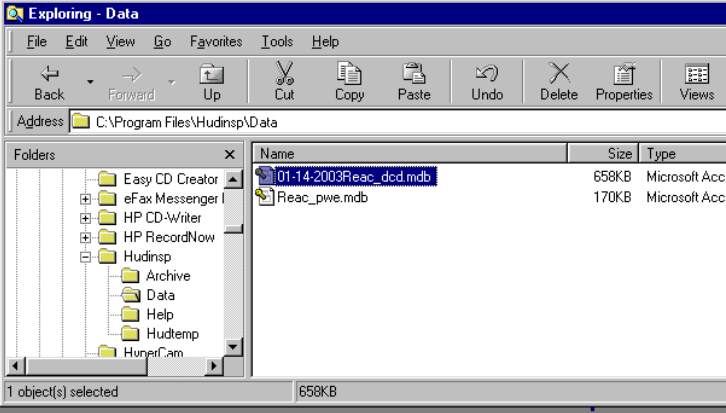
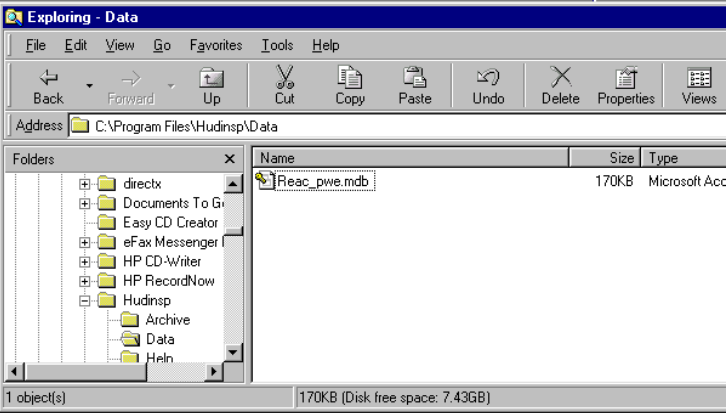
## RETRIEVE AN ARCHIVED DATABASE FILE

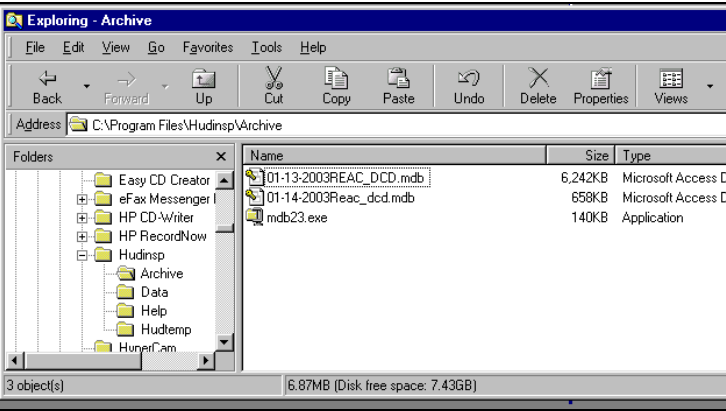
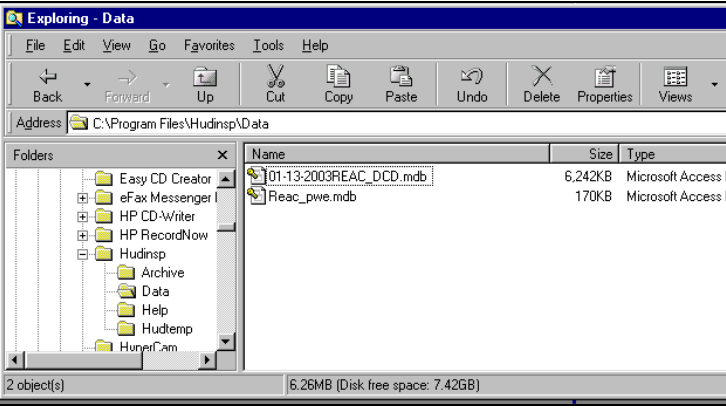
### Background Information:

Sometime a user will need to “bring back” an archived inspection for review in the UPCS DCD 2.3 software. The procedure for archiving the current file will be the same as before. However, instead of installing a blank database file, the user will move the archived file from the C:\Program Files\Hudinsp\Archive folder to the C:\Program Files\Hudinsp\Data folder, rename the file Reac\_dcd.mdb and start the UPCS DCD 2.3 software to review the old inspections.

Action	Explanation
Archive the current database file	<p>Summarizing Section 1.</p> <p>Open up the C:\Program Files\Hudinsp\Data folder.</p> <p>You will see two files: Reac_DCD.mdb and Reac_pwe.mdb</p>  <p>The Reac_DCD.mdb contains all the current inspection information.</p>



Action	Explanation
<p>Archive the database file that contains the inspection information. (Cont.)</p>	<p>Rename the Reac_dcd.mdb file. In our example we will rename it 01-14-2003Reac_dcd.mdb.</p>  <p>Cut the 01-14-2003Reac_dcd.mdb from the C:\Program Files\Hudinsp\Data folder and paste it inside the C:\Program Files\Archive folder.</p> 

Action	Explanation
<p>Archive the database file that contains the current inspection information. (Cont.)</p>	 <p>You have successfully archived the current database file – 01-14-2003Reac_dcd.mdb</p>
<p>Retrieve the archived database folder</p>	<p>Cut the 01-13-2003Reac_dcd.mdb from the C:\Program Files\Hudinsp\Archive folder and paste it back inside the C:\Program\Files\Data folder.</p> 

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## ***SUMMARY***

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In the preceding sections, we have discussed the Archival of database files, Download and installation of a blank database file, and retrieval of archived files.

The names of files and folders were for sample use only. Inspectors can use whatever naming conventions and folder locations to place the files.

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